

CLASS TITLE: **Accounting Technician I**

CHARACTERISTICS OF THE CLASS: Under supervision, performs paraprofessional accounting and auditing duties; and performs related work as required.

ESSENTIAL DUTIES: Posts transactions involving cash receipts, disbursements and/or accounts payable and accounts receivable to ledgers; prepares trial balances or periodic summary statements to verify the equality of debits and credits or to determine account balances; audits vouchers submitted for reimbursement by examining contracts, budgets, balance sheets and other documents to determine if costs are allowable; verifies computations on voucher extensions; calculates totals and determines the appropriateness of supporting documentation.

RELATED DUTIES: Uses computerized accounting systems to record and reconcile accounting records; may assist supervisor in the preparation of financial statements, cost reports and bank reconciliations.

MINIMUM QUALIFICATIONS:

Training and Experience. One year of paraprofessional accounting or auditing experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Some knowledge of generally acceptable accounting principles and practices. Some knowledge of accounting terminology. Some knowledge of financial record keeping and reporting.

Ability to analyze financial transactions and make original or adjusting entries. Ability to read and interpret financial statements, contracts and reports. Ability to trace transactions through financial records. Ability to use a personal computer.

Working skill in recording and reconciling financial transactions. Good communications skills. Some positions require skill in computer operations.

Working Conditions. General office environment.

Equipment. General office equipment, including calculators and computers for some positions.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994